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Document No. 1

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 May 77

Auth: DDA REG. 77/1763

Date: 060278 By: 025

~~SECRET~~

22 December 1960

MEMORANDUM FOR: Executive Officer/Training

THROUGH:

C/PFS
DDTR
DTR

SUBJECT:

Preliminary Suggestions for Classroom Equipment
in New Building

1. The attachments are some initial suggestions which I have compiled relative to the classrooms in the new building.
2. Arbitrarily, I have divided the classrooms into three approximate categories; the auditorium is separate.
 - I. 25 students or less
 - II. 25 to 50 students
 - III. 50 to 75 students
 - IV. Auditorium
3. In this memorandum I will not concern myself with items such as tables, chairs, and audio-visual machines and devices. I have previously furnished you with some catalogues and information sheets collected relative to these items. After returning from the NEA Conference of the Department of Audio-Visual Instruction to be held in April 1961, I hope to have additional information and suggestions pertaining to audio-visual devices and equipment.
4. Since color is rather an important factor in any classroom, do you desire some suggestions for consideration along this subject or has the architect completed these specifications?

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5. We believe that these suggestions are the minimum essentials for a high standard of professional instruction and for insuring an equally high standard appearance which is to be expected of a professional instructional area.

SIGNED


Educational Specialist

25X1A9a

Attachments:

25 Students or Less
25 to 50 Students
50 to 75 Students
Auditorium
General Items

Distribution:

Orig. & 1 - Addressee
1 - ES
1 - PPS

25X1A9a

PPS/TR/ES:  hna (22 Dec 60)

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